

**BOARD OF GOVERNORS OF THE GUILDHALL SCHOOL OF MUSIC AND
DRAMA**

Monday, 17 November 2014

Minutes of the meeting of the Board of Governors of the Guildhall School of Music and Drama held at the Guildhall EC2 at 1.45 pm

Present

Members:

Alderman David Graves (Chairman)	Gareth Higgins
Deputy John Bennett (Deputy Chairman)	Professor Barry Ife
Deputy John Barker	Ann Pembroke
Sir Andrew Burns	Nicy Roberts
Christina Coker	Jeremy Simons
Neil Constable	Angela Starling
Marianne Fredericks	Alex Tostdevine
Lucy Frew	

Officers:

Saimah Tahir	Town Clerk's Department
Peter Lisley	Town Clerk's Department
Lorraine Brook	Town Clerk's Department
James Goodsell	Town Clerk's Department
Niki Cornwell	Chamberlain's Department
Alexandra Bentley	City Surveyor's Department
Sandeep Dwesar	Guildhall School

1. APOLOGIES

Apologies were received from Alderman William Russell, Michael Hoffman, Paul Hughes, Jeremy Mayhew and Kathryn McDowell

2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA

Nicy Roberts declared a personal interest in matters relating to the Centre for Young Musicians as Chairman of that body and by virtue of her daughter playing in the LSSO (part of the Centre for Young Musicians).

3. PUBLIC MINUTES

The public minutes of the meeting held on 22nd September 2014, were approved as a correct record.

4. PUBLIC MINUTES OF THE AUDIT & RISK MANAGEMENT COMMITTEE

The public minutes of the Audit & Risk Management Committee held on 3rd November 2014, were received.

5. **PUBLIC MINUTES OF THE FINANCE & RESOURCES COMMITTEE**
The public minutes of the Finance & Resources Committee held on 4th November 2014, were received.

6. **PUBLIC MINUTES OF THE GOVERNANCE & EFFECTIVENESS COMMITTEE**
Members were advised that the public minutes of the Governance & Effectiveness Committee would be submitted to the next meeting of the Board of Governors.

7. **PRINCIPAL'S GENERAL REPORT**
The Board received a verbal report by the Principal.

The Principal explained that the School continued to look at ways to make savings and were looking at the spaces they occupied to consider the rationale for retaining them.

RECEIVED.

8. **TEACHING & LEARNING BOARD - ANNUAL REPORT 2014/15**
The Board received a report of the Principal which set out the activities of the Board during the last academic year.

A discussion took place on the quality of courses, satisfaction levels of pupils and value for money.

RECEIVED.

9. **RESEARCH, KNOWLEDGE EXCHANGE AND ENTERPRISE STRATEGY (R & KE) REPORT**
The Board considered a report of the Vice Principal and Director of Academic Affairs on the Research and Knowledge Exchange Strategy 2014-18. The Strategy sought to build on the previous work undertaken in this area, setting out an ambitious agenda for developing this area of activity in the School.

RESOLVED – That the report be agreed.

10. **HEFCE ANNUAL ACCOUNTABILITY RETURN 2014**

a) Annual Assurance Return

The Board considered a report of the Chief Operating & Financial Officer which confirmed that the School had met its obligations to the Higher Education Funding Council for England (HEFCE) under the Financial Memorandum thus enabling HEFCE to fulfil its responsibility as principal regulator.

RESOLVED – That the contents of the report be noted.

b) Accounts Direction for 2014/15

The Board considered a report of the Principal outlining the Accounts Direction for 2014 – 2015.

RESOLVED – That the contents of the report be noted.

c) Internal Audit Update Report

The Board considered a report of the Head of Internal Audit detailing the audit work undertaken at the School during the academic year ending 31st July 2014.

The Board noted that the School's systems of internal control were generally robust and could be reasonably relied upon.

RESOLVED – That the content of the report be noted and, in particular, that the School's systems of internal control were generally robust and could be reasonably relied upon.

11. CITY OF LONDON CULTURE STRATEGY REPORT 2015/19

This report was withdrawn.

12. STUDENT EXPERIENCE PRESENTATION

The Student Union President gave a presentation to the Board regarding the student experience.

The Board were informed that the Student Union was changing its focus by forming new societies based on the interests within the School and that it was also looking to promote itself through mobile applications and the internet.

The Board was also informed that student accommodation remained a big concern especially since the School was expanding. In response to those concerns Governors were advised that the issues relating to student accommodation were being explored.

The Chairman thanked the Student Union President on behalf of the Board for his update.

13. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD

There were no questions.

14. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were no urgent items.

15. EXCLUSION OF THE PUBLIC

RESOLVED – That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as

defined in Paragraph 3 of Part I of Schedule 12A of the Local Government Act as follows:-

Item	Paragraph
16- 26	3

16. **NON PUBLIC MINUTES**

The non-public minutes of the meeting held on 22nd September 2014, were approved as a correct record.

17. **NON PUBLIC MINUTES OF THE AUDIT & RISK MANAGEMENT COMMITTEE**

The non-public minutes of the Audit & Risk Management Committee held on 3rd November 2014, were received.

18. **NON PUBLIC MINUTES OF THE FINANCE & RESOURCES COMMITTEE**

The non-public minutes of the Finance & Resources Committee held on 4th November 2014, were received.

19. **NON PUBLIC MINUTES OF THE GOVERNANCE & EFFECTIVENESS BOARD**

Members were informed that the non-public minutes of the Governance & Effectiveness Board would be submitted to the next meeting.

20. **HEFCE ANNUAL ACCOUNTABILITY RETURN 2014**

a) **Audited Financial Statements**

The Board considered and approved a report of the Chief Operating & Financial Officer concerning the Financial Statements for the year ended 31 July 2014.

b) **Audit Committee Annual Report**

The Board considered and approved a report of the Chief Operating & Financial Officer relating to the Audit and Risk Management Committee's Annual report for the year ending 31 July 2014.

c) **Economy, Effectiveness and Efficiency Report**

The Board considered a report of the Chief Operating & Financial Officer relating to the Audit and Risk Management Committee's review of Economy, Effectiveness and Efficiency in the School. The Board approved the report subject to the inclusion of the Museum of London.

21. **GUILDHALL SCHOOL BUDGET REPORT - 2015/16**

The Board considered a report of the Principal regarding the School's budget for 2015/16.

RESOLVED – That the content of the report be noted and the savings proposal be approved.

22. **POST TDAP REPORT**

The Board considered a report of the Principal regarding the proposed amendments to the School's Instruments and Articles of Government and terms of reference.

RESOLVED – That the report be approved subject to the concurrence of the Policy and Resources Committee and the Court Common Council.

FURTHER RESOLVED: With two hours having elapsed since the start of the meeting, in accordance with Standing Order No. 40 the Board agreed at this point to extend the meeting by up to thirty minutes.

23. **SCHOOL FINANCE REVIEW**

The Board considered a report of the Chief Operating and Financial Officer, regarding the School Finance Review.

RESOLVED – That the report be noted.

24. **SERVICE BASED REVIEW PROPOSALS - GUILDHALL SCHOOL OF MUSIC AND DRAMA**

The Board considered a report of the Principal detailing the Service Based Review proposals.

RESOLVED- That the report be agreed.

25. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

There were no questions.

26. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There was one item of urgent business regarding Guildhall School Enterprise Update on the 5 year plan.

RESOLVED – That the report be approved.

The meeting closed at 4.30 pm

Chairman

Contact Officer: Saimah Tahir
tel. no.: 020 7332 3113
Saimah.tahir@cityoflondon.gov.uk